

**2015-2016
STUDENT/ PARENT
HANDBOOK**

MINTER CREEK ELEMENTARY

Tyrone Robuck, Principal

Chris Holts, Office Manager

Michelle Huseby, Secretary

12617 118th AVE NW
Gig Harbor, WA 98329
253-530-4300

Welcome to Your School...

Minter Creek Elementary!

**It is with pleasure that we welcome you to Minter
Creek Elementary**

This is a Learning Zone

Minter Creek Elementary's mission is
to provide a safe, positive, and
supportive community focused on
lifelong learning

Your 2015-2016 Minter Creek Staff

OFFICE

Principal	Tyrone Robuck
Dean of Students	Celena Zanuttini
Office Manager	Chris Holts
Office Secretary	Michelle Huseby

GRADE LEVEL

Kindergarten	Caitlin Nettlebeck, Kari Gulbranson
1st Grade	Amanda Hefa, JanDow Hall, Megan Hankel
2 nd Grade	Michelle Hundven, Leanne Mebus, Shawna Olson
3 rd Grade	Marci Cummings-Cohoe, Alice Kinerk, Kim Kinney
4 th Grade	Dawn Barnes, Oksana Kobasa, Christina Murrey
Highly Capable	Bruce Clarke, Robyn Enders
5 th Grade	Rachel Severson, Jeff Stafki, Laura Stafki

SPECIALISTS

PE/Health	Cindy Drager
Music	Robert Pettis
Art	Phillys Slater

STUDENT SUPPORT

Librarian	Kris Underwood
Counselor	Becky Maffei
Special Education	Michelle Holt, Rose Peterson
Title 1	Amy Barber, Sally Gallagher
Para Professional	Gail Henrickson, Michelle Lea, Mary O'Boyle, Greta Stenberg, Wendy Webster
OT	
Speech/Language	Bev Hopper
Psychologist	Julie Poole
Health Tech	Gail Carlson
Nurse	Kris Girard (Fridays)

FACILITIES AND KITCHEN

Custodians	Rob Wilks & Wendy Bailey
Kitchen	Vicki Ross & Irene Casaus

Want to contact someone here at Minter Creek?

You can e-mail them by using their last name, first name initial @psd401.net. (**Example:** doej@psd401.net) OR call the school office at 253-530-4300 and leave a message. They will reply as soon as they are able to.

Visiting Minter Creek/Parking

Parents, always check in at the front office:

We love having you visit our school, however, in our ongoing efforts to maintain security for our students and staff at Minter Creek, we are asking all visitors to check in at the office upon arrival and obtain a visitor's pass. Please do not go to the classrooms, playground, or anywhere on the Minter Creek campus without checking in and receiving a visitor's badge. **There is a sign-in sheet provided for you at the front office. You must sign this every time you are at school.** In case of an emergency we know who is in the building.

There needs to be as few interruptions in your child's classroom as possible to help create a positive learning environment. Lunches, homework, notes, etc. that need to be delivered to your child should be left at the front office. We will make sure they receive them.

Morning student drop off and start time:

Students that are dropped off in the mornings are to sit quietly in the lobby until the students are released to go down the hall at 8:50. **Students are not to be dropped off before 8:45 am.** Please remind your child not to go to their classroom early.

Morning drop off—If you do need to drop your child off, please pull forward as much as possible near the drop off area (in front of the school) stop, drop, and keep rolling! Do not get out of your car to open doors, etc. Make sure to stop at the stop sign coming out of the parking lot. We have had several near misses.

When your child is tardy:

If your child arrives at school after the bell rings (9:00a.m.) because they had a Doctor or Dentist appointment or because they just arrived late, you need to come inside to the office and sign your child in. The student is then given an admit slip written by the staff to give to the teacher. If they don't check in at the front office you will receive a phone call saying your child is absent. Please read the attendance policy section.

Changes for Going Home

Deadline for Changes in Transportation each school day:

If you need to change your child's schedule for the end of the day, **please notify the office before 2:00 pm.** Teachers check their boxes for changes the last time at 2:10. Every change after that is a class interruption.

DO NOT LEAVE AFTER SCHOOL CHANGES ON VOICEMAIL. PLEASE MAKE SURE YOU SPEAK TO SOMEONE.

Parking Lot

Bus—***If at all possible, put your child on the bus!*** It increases their chances of being on time to school, improves parking lot congestion and safety, and it better for the environment.

A Safe and Civil School We want to provide a healthy, safe and educational setting for students and staff. Students are here to learn. All behaviors support a cooperative learning environment.

MINTER CREEK SCHOOL RULES

Minter Creek students will be:
Kind, Respectful, Cooperative, Responsible

Harassment, Intimidation or Bullying

What is HIB?

Harassment, intimidation, or bullying is an intentional, electronic, written, verbal or physical act that:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

What is MINTER CREEK doing about it?

- ⊙ We have a school-wide focus to create an environment where all are welcome. We want Minter Creek to be a place where everyone feels safe and ready to learn.
- ⊙ Our goal is for students to have tools/strategies to solve problems on their own and to provide avenues to get help if they need it. Our counselor will be in classrooms each month to work on social skills. The classroom presentations will teach and review bully proofing strategies and what to do if students are unable to solve problems themselves. Students will know how to recognize bullying behavior, what to do if they are being bullied, and what to do if they see others being bullied. Monthly character traits will be taught by classroom teachers and supported by the counselor. Super Dolphins will be chosen based upon the character traits of the month.
- ⊙ All staff, volunteers, and students are trained in what to do to solve problems and how to report if bullying behaviors persist.
- ⊙ All staff will take immediate action to help. Staff knows what to do when students report, as well as, help support targeted students.
- ⊙ The Peninsula School District Harassment, Intimidation, or Bullying Incident Form, and school district policy is on the Minter Creek Website.

http://staticfiles.psd401.net/psd/documents/ParentsCommunity/Forms/HarassmentDiscrimination/HIB_Reporting_Form.pdf

MINTER CREEK SCHOOL ATIRE

Elementary children can look forward to a busy and active year. We would like our students to participate fully in all that our school has to offer. The following will be helpful when sending children off to school in the morning.

Minter Creek students spend up to 200 minutes each week in P.E., Music, and Art, all of which can be very active environments. Additionally, all of our students participate in outdoor recess for at least 50 minutes per day. Quite often they are required to sit on the floor in the gym, the library, the music room, and in their regular classrooms.

- 1. Dress your child casually and comfortably for regular school days.** Some clothing and hairstyles may be disruptive or distracting. Exceptions will be made for scheduled spirit days, but you will always be notified ahead of time. **Logos must be appropriate. Drug, tobacco, alcohol, violent, disrespectful, or vulgar logos are inappropriate.**
- 2. Dress your child appropriately for the weather.** Bring coats and jackets for rainy and cold days.
- 3. Students will be safer, have more fun, and be more active with shoes that do not restrict movement, such as with flip-flops, high heels and platform shoes.** Flip-flops make it very difficult for children to run and play. When feet are exposed, toes are more apt to be stepped on or stubbed. For health reasons, it's a good idea to keep feet covered. High heels make activity dangerous and frustrating for students. Platforms and heels can limit their ability to safely move through our school, walk and run outdoors, and participate in active P.E., music, and classroom games.
- 4. Do not send your child to school in very low cut and/or tight pants, baggy pants, and extra long pants as well as short skirts or short-shorts** (those shorter than where finger tips hit when the hands are down to their sides), **t- straps** (must have at least 1 inch straps, no spaghetti straps unless worn under a shirt or sweater) **and belly-revealing tops.** Students may be restricted in their movement because they are constantly tugging at their pants, shirts, and skirts. Revealing clothing can make the environment uncomfortable for other students as well.
- 5. Face, eye makeup and piercings (other than ear-rings) are not appropriate for elementary age students at school.**
- 6. Hats, bandannas, scarves and hoods may be worn outdoors.**

Our approach for students who wear inappropriate attire for school is to speak with them and help them find an immediate solution to the issue, and ask them not to wear the garment again. Your child may be given an alternative garment to wear. Parents will be informed so that we can work together to ensure a positive learning climate at Minter Creek.

PARENT PICK-UP

If you are picking up your child remember that you can pick them up at 3:30 p.m. Please do not pick them up early. Teachers will be instructing up to the end of the day. Help us give your child as much time with their teachers as possible.

PM pick up—There are two ways to pick up your child(ren) after school. You can park (**not in the carpool lane**) and walk in to the school and wait in the lobby or, you may drive up in the carpool lane. If you chose to use the carpool lane stay to the left and keep pulling forward as much as possible. Students will need to be able to enter the car through the back passenger door closest to the curb. Please do not get out of your car.

Checking your child out before school is over:

A clipboard is provided in the front office to check out your child. In case of an emergency, for instance a fire drill, etc., that information is very important. If you require your child to be picked up by an emergency contact person, please call the office to inform us of the person picking up your child. We will need that person to show us their driver's license to verify.

Student Pick Up Area:

We understand there are times when you might be running a little late because of circumstances beyond your control. We would like you to know that supervision of those students ends at 3:45 pm. If your student is still here after that time, we will place him/her in the YMCA. The first time this happens you will not be charged if your child is picked up before 4 pm. After 4 pm, and any time in the future, you will be charged \$25.

Parent Pick Up During Emergencies

Please trust that we have your child's safety in mind when we put our emergency pick up procedures into place. If there is an emergency there will be a Parent Pick Up Staging Area at the school. After ID has been checked children will be brought to the staging area to be reunited with the parent. Children will be released only to those people who the parent listed on the emergency form.

Lost and Found Items:

Please place your child's name on their belongs (coats, etc.) so that we may get those items back to them.

Field Trips:

This is an opportunity for school students. This is not a family outing. We are asking that siblings not attend field trips to make the experience about the child in the classroom only.

Attendance at School

Your child's academic growth will be greater if he/she attends school regularly. Because skills and lessons are taught and reviewed daily regular attendance is important for your child's academic success. Our mission can be attained when students regularly attend school. Below are some important pieces to our attendance policy that you will need to know:

- **Parents/guardians and school administrators have a legal obligation to ensure students attend school regularly**
- **School starts at Minter Creek at 9:00 a.m. and dismisses at 3:30 p.m. Please make sure your child is on time and ready and to start the day. Wednesday is a late start day with school beginning at 10:00.**
- **Parents, please call the attendance line at 530-4300 (which is a 24 hour line) to let us know your child will be absent or tardy. Do not send an email to their teacher because sometimes our email is down and they will not get that information. If your child is marked absent and you have not called, you will receive an automated call letting you now your child is absent.**
- **Students who have unexcused absences or multiple days out ill or excused will receive a letter requesting a conference with student's teacher, parent, building principal and other support staff as necessary.**

Excused absences defined:

- Illness or bereavement (A health provider's note may be required if a student is chronically absent.)
- Religious holiday
- Pre-arranged extended vacations with prior approval by principal and notification to attendance line. Please contact the office to schedule an appointment with Mr. Robuck.

Please try to plan vacations and medical appointments around the school schedule.

Specialized Programs/Services at Minter Creek

SPECIAL EDUCATION: Individual programs are designed to provide instruction for students who qualify. All children are special and very different from each other. Some have needs that require special services that help contribute to a successful learning experience. These needs can be physical, mental, emotional, or any combination of the three. Minter Creek Elementary is fortunate to have highly qualified Special Education teachers. Please contact the school or our Special Education teachers, Michelle Holt holtm@psd401.net and Philly Slater slaterp@psd401.net if you feel your child might qualify for special services.

TITLE 1: The Title 1 program at Minter Creek Elementary School is designed to provide support service to qualified students in the area of reading. Instruction is given in small groups that meet approximately 30 minutes per day. This support is in addition to the instruction provided by the regular classroom teacher. The Title 1 support teacher provides the specially designed program or supervises and directs para-educators in providing these services.

COUNSELING: Students can receive individual and small group counseling and support. You may even see our counselor teaching lessons in classrooms on violence prevention & bullying. Our counselor, Becky Maffei, has expertise in working with outside agencies and can help our families get in touch with specific resources. You can reach Ms. Maffei at 530-4315 or maffeir@psd401.net

YMCA CHILDCARE: We are proud to partner with the YMCA to offer a safe place for our students before school. Get more information at our school office.

Student Accidents and Medications

Realizing that bumps and scrapes do occur during the year, Minter Creek does have Band-Aids, ice packs, and other supplies on hand to take care of minor injuries. We have wonderful staff members who help our children when they get hurt or are not feeling well.

Probably the one area needing understanding most is that of medication for students. Under no circumstances can school personnel administer any type of medication without the parent and physician signed form being completed and on file in the office. State guidelines require this form to be on file, the original container used, and that all medication be kept in the school office. This includes all prescribed and nonprescription medications such as aspirin, cough syrup, cough drops, cold medicines, etc. Please contact the school office if your child will need to take any medication at school. You'll be given the correct form that needs to be completed by you and the doctor.

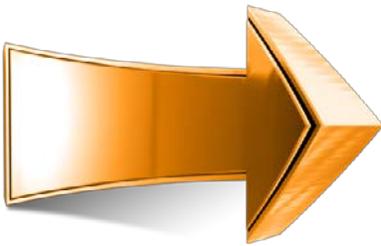
Common Medical Conditions Affecting Children

Most likely, at some point in your child's life in the elementary school setting you'll find that she/he acquires one of the following: CHICKEN POX (infectious, rash resembling blisters); IMPETIGO (infectious, rash of small blisters usually near mouth or nose); CONJUNCTIVITIS/PINK EYE (infectious, eye appears red, itches and may water); RINGWORM (fungus, small red patch or bump on body); SCABIES (infectious, mite bite, bumpy rash on body, severe itching); and finally, LICE (non-disease causing condition, nits or eggs on hair shafts close to the head). Many of us assume that "lice happens" only to those who aren't personally clean, don't wear clean clothes, or don't practice personal hygiene. That's not true! Kids are kids and they enjoy wearing others' clothes/hats, hanging coats on top of others, walking arm-in-arm down the halls, and being social. This "sharing and caring" can pass lice around. Your job as parents is to help us check for these little critters all the time. Please contact our nurse if you have questions, as she is the "professional" who has the most knowledge in this area.

What If You Have A Concern?

If you have a concern regarding your child(ren), the following steps might be helpful:

1. **CLASSROOM CONCERNS:** please contact your child's teacher by calling the Minter Creek office (530-4300) or by making an appointment with your child's teacher before or after school. When calling ask to speak directly to the classroom teacher. When visiting, please check in at the office and our office personnel will call the classroom to let them know of your scheduled arrival.
2. **HEALTH CONCERNS:** please contact our health tech, Gail Carlson by calling the school office.
3. **EMOTIONAL/SOCIAL HEALTH CONCERNS:** The school counselor, Becky Maffei, is available to help families find appropriate resources for children. Our counselor is also available for children needing extra support at school. Ms. Maffei can be reached through the Minter Creek Office (530-4300)
4. **SCHOOL RELATED CONCERNS:** please feel free to contact the principal through the office (530-4300). Mr. Robuck can help work through school issues/situations that happen inside or outside the classroom.



Remember, situations and/or concerns cannot be addressed if you do not make someone aware of them!

Calls from school:

If you see a Peninsula School District or Minter Creek phone number on your caller ID, we encourage you to check your messages before calling our office. The call could be an automated message, a call from any staff member in the building or from your student. If you call our office with the expectation that we will know who called you, we will do our best to assist you but we likely won't know where the call originated or what it was about. Make sure your child knows to leave you a message if they ever call you so you aren't left wondering who called you and why.

